



Republic of the Philippines  
**Department of Education**  
REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
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BY: [Signature]	DATE: MAY 08 2025
RELEASED	

02 MAY 2025

**Office Memorandum**

No. **034** S. 2025

To: **MAWARDIWORO ABUBAKAR**  
**Casual Employee**  
*This Office*

Subject: **Remote Work Authorization and Payroll System Responsibilities**

In view of your designation as the technical person in charge of maintaining and operating our Division Payroll System, and considering the continued evolution of hybrid and flexible work arrangements in our workplace, you are hereby granted permission to work remotely for part of the week. In-person collaborative days will also be required, based on the needs and preferences of the office.

You are expected to perform the following assignments with a focus on ensuring the accurate, effective, efficient, and timely delivery of continuous improvements to the payroll system. It is essential that the verifier program and other payroll program introduced is well-maintained in alignment with the payroll system itself, and that any potential glitches or delays are proactively prevented.

You shall report every 15<sup>th</sup>/30<sup>th</sup> day of the month or as the need arises.

Please be guided accordingly.

**VIRGILIO P. BATAN JR., CESO V**  
Schools Division Superintendent

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